



Office of the Director

UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, D.C. 20415

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MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

FROM: CONSTANCE HORNER
DIRECTOR

A handwritten signature in cursive script, reading "Constance Horner", is written over the printed name and title.

SUBJECT: New Personnel Guidance on Leave for Parental and
Family Responsibilities

I want to bring to your personal attention the fact that new guidance has been issued to your personnel offices on the subject of leave for parental and family responsibilities. As you know, President Reagan has emphasized the importance of strengthening family values, and this new guidance--together with your active support--should enhance further the role of the Federal Government as a family-oriented employer.

I believe the new guidance supports the Administration's goal of strengthening the role of the family in American life. In it we urge you to formulate policies on leave for parental and family responsibilities that are compassionate and flexible for the employee. But at the same time, we caution you to avoid policies that would hinder unduly the accomplishment of organizational goals. I believe the needs of families and the efficient operation of the Federal Government can be balanced through the application of judicious policies.